



HARAMARA
RETREAT

Sayulita, Nayarit, Mexico

ARRIVAL & CHECK IN INSTRUCTIONS

1) When flying in on arrival day, after you clear Immigration and Customs and head towards the arrival area in the airport's main lobby, you will be running a gauntlet of people hawking time shares and taxis. It is recommended that you don't make eye contact with any of these people and keep walking forward towards the sliding glass doors. You are not being rude by ignoring them.

(If you arrived early, and are returning to the airport to join a scheduled arrival shuttle, you will need to go to the international arrival area to do so.)

Exit the airport doors. Turn and walk to your right along the sidewalk. There is a Corona Bar towards the end sidewalk, where the shuttle driver will be waiting. They will be holding a sign that says "Haramara Retreat" and/or the name of the retreat. The driver will have a checklist with your name(s) on it. The driver will gather everyone scheduled to be on the shuttle and will then take everyone and their luggage out to the shuttle, load up and bring everyone directly to Haramara.

2) Upon arrival at Haramara, the driver will unload everyone's luggage from the shuttle and you should find and gather your luggage to you.

- Shuttle payments are to be paid in USD by guests directly to the shuttle driver. Guests should make certain to have a sufficient selection of bill denominations to make the payment and gratuity. Neither the drivers nor Haramara will be able to make change for the guests, and there are no options to pay by credit card.
- If the retreat leader is paying for the shuttles for all guests, he or she (or an assistant, or representative from the group) must be there for each shuttle's arrival to pay each shuttle driver directly. If the retreat leader is planning to make the shuttle payments, but is arriving at Haramara later than some guests, please make a plan so that each driver is paid on arrival.

There will be at least one Guest Manager there waiting to greet you. With the Guest Manager will be our luggage handlers. The Guest Manager and luggage handlers will tag each person's bag with their respective accommodation assignment. As your bags are tagged you will be directed to head to the terrace where you will find a light snack and beverage waiting for you. (For arrivals after 6PM there is no snack and beverage service.) While everyone relaxes on the terrace, the luggage handlers will take everyone's luggage and deliver it to their respective accommodations.

3) Once the luggage is tagged and on its way the Guest Manager will join you on the terrace to complete the check in process. You will need to provide your passport and your tourist visa to us as we are required by the government to make a copy of each for our legal records. They will be scanned and returned to you immediately. Upon return of these items, you will then sign in on our guest registration sheet.

You will also be given a form to complete, authorizing us to charge your credit card for any on-site purchases you make. The form is to be completed and returned at this time. You will need to provide your actual card when you return the form so that our Guest Manager can verify that the credit card information on the form is correct. Your completed form will be kept securely in our office until your departure. On your day of departure, you can decide if you want to pay cash or use your credit card for any purchases.

Either way, we will destroy this authorization form in a safe and secure manner when the paperwork has been completed.

If you are paying for your airport shuttles yourself, payment for these will be collected at this time and must be paid for in cash.

Once the paperwork is completed the Guest Manager will escort you to your accommodation.

4) Please make yourself comfortable, unpack and settle in. You are welcome to explore the property, head for the pool or just stay in your cabana to shower and relax. Please just make sure that you return to the dining room in time for the arrival orientation. The Guest Manager will tell you what time that will be. The sign up sheets for the wellness center and excursions will be available in the dining room after the orientation has finished.